



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240
JUL 26 2010



Department of the Interior Acquisition Policy Release (DIAPR) 2010-20

Subject: DOI Federal Acquisition Certification in Contracting Education Waivers for Other than GS-1102 Employees

References: Office of Federal Procurement Policy (OFPP) Act, Section 6(a), as amended (41 U.S.C. § 405(a));
OFPP Act, Section 6(c)(5), as amended (41 U.S.C. § 405(d)(5));
OFPP Act, Sections 37(b) (3) and (g), as amended (41 U.S.C. § 433(b)(3) and (g));
OFPP Policy Letter 05-01, *Developing and Managing the Acquisition Workforce*, dated April 15, 2005;
OMB Memorandum, *The Federal Acquisition Certification in Contracting Program*, dated January 20, 2006; and
The Privacy Act of 1974, as amended (5 U.S.C. § 522(a)) and Employee Training and Career Development Records – Interior, DOI-76

1. Purpose:

This DIAPR establishes and outlines the procedures for a DOI Acquisition Certification Program for employees outside the GS-1102 series, who were granted an education waiver for purposes of obtaining a Federal Acquisition Certification in Contracting (FAC-C), in order to maintain their Contracting Officer's Certificate of Appointment (COA) authority.

2. Effective Date: Upon signature.

3. Expiration Date: This DIAPR expires when superseded or canceled.

4. Background and Explanation:

The Department of the Interior Acquisition Policy Release (DIAPR) 2006-09, *Federal Acquisition Certification in Contracting and Contracting Officer Certificate of Appointment Programs*, dated October 2, 2006, contained a DOI education exception for employees outside the GS-1102 series to obtain a Level 1 FAC-C. This exception allowed employees, outside the GS-1102 series, performing simplified acquisitions, to be granted a FAC-C, pursuant to OMB policy, if they continuously held COA authority since at least January 1, 2000, completed all prescribed training or satisfied fulfillment requirements, and had acquired the requisite number of years of contracting work experience. This DOI exception was inconsistent with Section 4 of the January 20, 2006, OMB Memorandum which states that the Senior Procurement Executive may waive the requirement for obtaining a certification for warranting purposes. Section 6(b) of the Memorandum states that the

FAC-C program does not change the education requirement in the Qualification Standard for Contract Specialist (GS-1102) of 24 semester credits in business-related disciplines or completion of a baccalaureate degree. Neither provision of the OMB Memorandum was applied in the FAC-C applications for employees not in the GS-1102 series, but FAC-C applications were approved despite employees not meeting the education requirement.

5. Policy:

DOI recognizes the education waiver granted to other than GS-1102 employees who continuously held COA authority as of January 1, 2000, was a DOI-specific policy. For the purposes of ensuring that all acquisition workforce members meet the necessary training and experience to perform the responsibilities of a warranted Contracting Officer, the DOI grants a DOI specific FAC-C, Level I. The DOI FAC-C is limited to those holding COA authority, without a break, from January 1, 2000 to January 1, 2009. No FAC-C certificates for Contracting Officers outside the 1102 series were issued after January 1, 2009.

DOI will replace all FAC-C certificates issued to other than GS-1102 employees, who were granted a DOI FAC-C based on the DOI education exception, with a DOI FAC-C. The DOI FAC-C will be evidenced by a DOI Simplified Acquisition Certificate signed by the Director, Office of Acquisition and Property Management and Senior Procurement Executive.

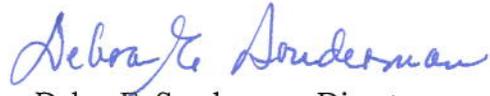
Individuals who are granted a DOI FAC-C are required to earn 80 continuous learning points (CLPs) of skills currency training every two years beginning with the issuance date of the DOI FAC-C, Simplified Acquisition Certificate.

6. Action:

At least one month prior to the end of his/her FAC-C renewal period, an employee who has been granted a FAC-C under the DOI education exception will forward an application of renewal, evidence of skills maintenance completion, and the original FAC-C document to the Departmental Acquisition Career Manager through his/her supervisor and the Bureau Procurement Chief. The Acquisition Career Manager will review the employee's application and forward the documentation to the Senior Procurement Executive for approval or disapproval. If the application is approved, the Senior Procurement Executive will issue a DOI FAC-C Simplified Acquisition Certificate to the employee. If the application is not approved, the file will be returned to the Bureau Procurement Chief for appropriate action. The DOI FAC-C is limited to existing DOI employees holding Level I COA authority and is not transferrable to another bureau or agency. No new COAs will be issued, pursuant to a FAC-C issued under the educational waiver, except under other authorizing policy.

7. Additional Information:

Questions regarding this DIAPR should be referred to Melodee Stith, Associate Director, Acquisition and Financial Assistance, at (202) 208-5830 or at melodee_stith@ios.doi.gov.



Debra E. Sonderman, Director
Office of Acquisition and Property Management

Attachment

U.S. Department of the Interior

ACQUISITION CERTIFICATION PROGRAM



This is to certify that

[Name]

Has met the requirements and is hereby granted a
DOI Simplified Acquisition Certificate

Date _____

Debra E. Sonderman
Director, Office of Acquisition and Property Management
and Senior Procurement Executive